

CITY OF THE COLONY Status: Non-Exempt Supervised By: Support Services Captain	Animal Shelter Manager	POLICE DEPARTMENT Revised: 8/2015
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JOB SUMMARY

The majority of tasks are associated with performing duties related to the care or capture of animals that have been abandoned, injured, or allowed to roam freely by their owners, and taking appropriate enforcement actions. This position is primarily responsible for the supervision of all Animal Control Division employees and the shelter operations. Every employee in this department must make ethical decisions daily, conforming to applicable laws and departmental policy, communicate effectively with our citizens and coworkers, while remaining professional in all circumstances. Our goal in every citizen contact is to provide the best service possible while demonstrating concern for each request for service. Every decision made will be toward the goal of achieving our mission statement, "Our citizen's safety, security, and well-being are our highest priority."

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise, direct, train, evaluate, counsel, and discipline all Animal Control Division employees and insure all task related to the Animal Control Division are completed.
2. Assist in the preparation and management of the Animal Control Division budget.
3. Investigate citizen complaints and make dispositions or refer the complaint to next higher authority.
4. Pick up stray and dead animals. Clean and maintain the Animal Shelter daily. Collect fees for impounds, releases, adoptions, or registration of animals.
5. Must understand the health necessity of destroying animals and must be agreeable to perform this function, and administer injectable euthanasia products.
6. Operating a city vehicle in a safe manner under a variety of weather and lighting conditions, insuring the vehicle is properly maintained, fueled, cleaned, and changing a flat tire if necessary.
7. Communicate effectively via police radio, telephone, and in person, with citizens, coworkers, supervisors, and instructors, including persons of diverse backgrounds without prejudice.
8. Routinely enforce city ordinances contained in Chapter 5, related to animals, primarily by self-initiated activity, capturing animals running at large in violation of city ordinance or as directed, and issuing citations and warnings for ordinance violations.
9. Appear in Municipal Court to testify regarding violations cited.
10. Pickup or transport equipment and supplies as directed daily.
11. Routinely produce complete and detailed written and typed reports, and documenting calls and investigations completed.
12. Perform follow-up investigations on code violations or animal cruelty cases as directed.
13. May be required to perform other duties as assigned.
14. Perform and meet all physical requirements, skills, and abilities listed.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Maintain minimal fitness levels to perform all tasks.
2. Ability to drive a city vehicle safely under a variety of conditions.
3. Ability to walk long distances & run after animals.

4. Ability to remain seated or standing for long periods of time while remaining alert, working independently without direct supervision on any shift, which includes nights, weekends, and holidays, and accept on-call status.
5. Ability to effectively communicate with others, writing, comprehending, and speaking the English language. Must remain professional and courteous while dealing with often angry or hostile individuals.
6. Ability to work with others effectively as a team to accomplish task without discriminating against race, religion, color, gender, national origin, age, disability, or veteran status.
7. Ability to bend and lift 50lbs or more.
8. Must pass Basic Animal Control Officer Course within first six months of employment.
9. Must have vision correctable to 20/20, hearing correctable to normal range, and use of both hands.
10. Attend required training, which might require travel occasionally overnight, or attend and testify in court when summoned.
11. Must be willing to submit routinely to drug screens on a random or unexpected basis.
12. Must have no animal related allergies.

EDUCATION, EXPERIENCE AND CERTIFICATION

Required:

1. Minimum of 21 years of age with U.S. Citizenship.
2. High School Diploma or G.E.D.
3. Valid Texas Driver's License without restriction (except A) at the time of appointment. In the past three years, no more than three moving violations, three accidents, nor any involuntary license suspensions.
4. No misdemeanor convictions above Class C in the past five years.
5. No Felony Convictions.
6. Nothing less than "Honorably Discharged" from military service.
7. If a City of The Colony Employee, a minimum of a "2" in all categories on most recent performance evaluation and no less than 2.5 overall average.
8. No written reprimands or suspensions within last twelve months prior to the date of the position opening.
9. In the event there are no eligible individuals that meet all requirements for this position, it will be up to the Director to determine what criteria will be used to determine selection.

Preferred:

1. Two years animal handling experience
2. Advance ACO Certification
3. Ability to Type
4. Ability to speak Spanish

CERTIFICATION

Employee Signature:

Date Signed:

Immediate Supervisor
and/or Department Head:

Date Signed: